



Frequently Asked Questions for Recruiters

Company Information Sessions Logistics

The day prior to the Career Fair (Tuesday, August 27th, 2013), a room will be available for Company Information Sessions. If you are interested in making a presentation, please contact the Postdoc Program Office at careerfair_2013@lanl.gov indicating if you would like a time slot for 25 or 55 min. The room is equipped with a projector and screen. We will be advertising the Company Information Session Schedule in advance of the Career Fair event, so please let us know if you would like to host a session.

You can bring your own laptop or send your presentation to the Career Committee Chair in advance of your arrival. It is also advisable that you have a backup copy of your presentation on a flash drive or CD. If you are planning on showing movies and not using your laptop, make sure you let us know in advance of your arrival so that we can check for compatibility.

Interviewing Logistics

Interview rooms will be available the day of the Career Fair (August 28th) and the following day (August 29th), and will be located next to the Main Event room. The rooms can be scheduled by contacting careerfair_2013@lanl.gov. Prior to the event, we encourage employers to review the postdoc CV's provided and schedule interviews in advance of the event.

Where Should I mail all my packages?

Your displays and materials can be shipped to the following address:

Location to be determined

You should arrange for your packages to arrive no later than August 21st.

Will the Career Fair provide food for the corporate representatives?

A continental breakfast and lunch will be provided the day of the Career Fair. There will be meal options for those of you who have dietary restrictions. Please let us know in advance of the event, if this is the case.

When is the set-up/take-down of your display?

Set up will begin at 8:00 a.m. on Wednesday, August 28th and take down will immediately follow the Career Fair.

What is the Career Fair Telephone and Fax Number?

Currently we would like all correspondence directed to the Postdoctoral Program Office at careerfair_2013@lanl.gov. We will try to have a response to you within 24hrs.

How do I pay for the Career Fair and related fees?

Complete, print, and e-mail the registration form located on the LAPA Career Fair website at:

<http://www.lanl.gov/careers/career-options/postdoctoral-research/postdoc-career-fair.php>

We accept the following credit cards: Visa and MasterCard. If paying by check, please make checks payable to LANS, LLC. Wire transfers are also a payment option.

How can I be a sponsor for the Career Fair?

Complete, save, and email to careerfair_2013@lanl.gov the sponsorship form located on the LAPA career fair website at:

<http://www.lanl.gov/careers/career-options/postdoctoral-research/postdoc-career-fair.php> We will try to acknowledge your submission within 24hrs.

Camera Use at Los Alamos National Laboratory

You must obtain approval to use a camera on LANL property – the Career Fair will not be located on LANL property. Please see the detailed handout on the LANL camera policy on the LAPA Career Fair website at:

<http://www.lanl.gov/careers/career-options/postdoctoral-research/postdoc-career-fair.php>

Other questions?

Please do not hesitate to contact us by e-mailing careerfair_2013@lanl.gov or call 505-663-5629. We will try to respond to your inquiry within 24hrs.